



Reviewing and Amending the Personal Well-Being Report (PWBR)

Review or amend the report

1. Click **Review or Amend Report** and review the report details.
2. Click **Amend Report** to make changes. Click **No** to go back to the report details or click **Yes** to continue to amend the report.
3. Use the question menu to go to a specific question on the report. Make the necessary changes to each question. Click **Next** to go to the review section of the report.


The screenshots illustrate the steps to review and amend a PWBR:

- Step 1:** The 'PERSONAL WELL-BEING REPORT - AMENDED' screen shows case details (Case Number: 10-PR-1, Person Subject to Guardianship: JaneDoe) and a 'Review or Amend Report' button.
- Step 2:** The 'MyMNGuardian' dashboard shows the 'PERSONAL WELL-BEING REPORT' section with a 'REVIEW REPORT' button and an 'Amend Report' button.
- Step 3:** The 'AMEND WELL-BEING REPORT' confirmation screen asks 'Are you sure you want to amend this report?' with 'No' and 'Yes' options.
- Step 4:** The 'PERSONAL WELL-BEING REPORT - AMENDED' screen shows a menu of questions. The menu is currently on page 6 of 19, listing questions 1 through 8.
- Step 5:** The 'PERSONAL WELL-BEING REPORT' screen shows the 'How would you rate the Person Subject to Guardianship's mental condition?' question. The user has selected '4' (good). The 'Next' button is highlighted.

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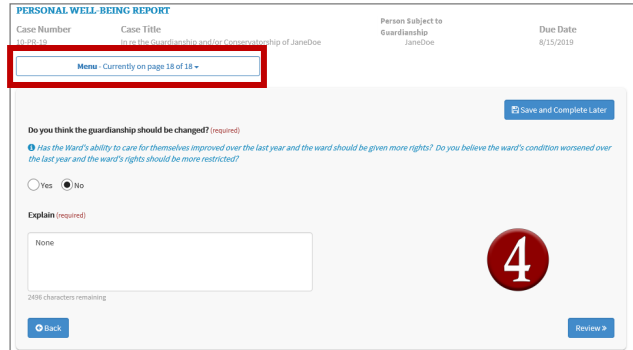
4. After completing all of the questions, click **Review**.

 When going back to the report to make a change, use the question dropdown menu to go to a specific question.

5. Click **Proceed** to continue or click **Back To The Report** to go back.
6. Review the report and click **SUBMIT THE REPORT**.

Sign and submit the Personal Well-Being Report:

- a. If you are the only guardian, enter your name.
 - b. If there is a co-signer, answer the yes and no questions and enter your name and co-signer's name.
7. Click **Submit**.



PERSONAL WELL-BEING REPORT

Case Number: 18-09-18 Case Title: Re: the Guardianship and/or Parental Responsibility of JaneDoe Person Subject to Guardianship: JaneDoe Due Date: 8/15/2019

Menu - Currently on page 18 of 18

Do you think the guardianship should be changed? (required)

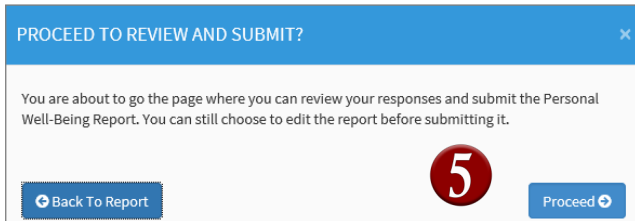
Has the Ward's ability to care for themselves improved over the last year and the ward should be given more rights? Do you believe the ward's condition worsened over the last year and the ward's rights should be more restricted?

☐ Yes ☒ No

Explain (required)

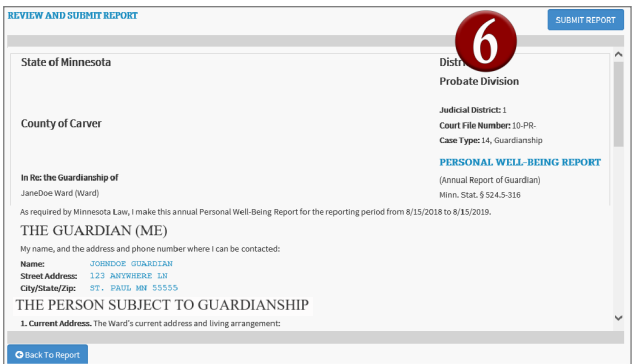
None

2498 characters remaining



PROCEED TO REVIEW AND SUBMIT?

You are about to go the page where you can review your responses and submit the Personal Well-Being Report. You can still choose to edit the report before submitting it.



REVIEW AND SUBMIT REPORT

State of Minnesota District: Probate Division Judicial District: 1 Court File Number: 18-PR- Case Type: 14, Guardianship

County of Carver

In Re: the Guardianship of JaneDoe Ward (Ward)

As required by Minnesota Law, I make this annual Personal Well-Being Report for the reporting period from 8/15/2018 to 8/15/2019.

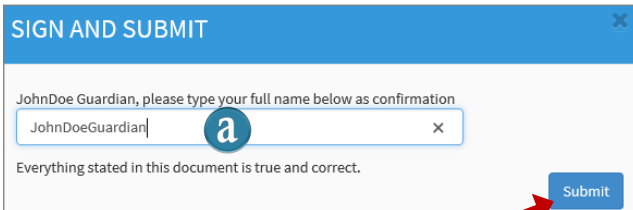
THE GUARDIAN (ME)

My name, and the address and phone number where I can be contacted:

Name: JOHNDOE GUARDIAN Street Address: 123 ANYWHERE LN City/State/Zip: ST. PAUL, MN 55555

THE PERSON SUBJECT TO GUARDIANSHIP

1. Current Address. The Ward's current address and living arrangement:

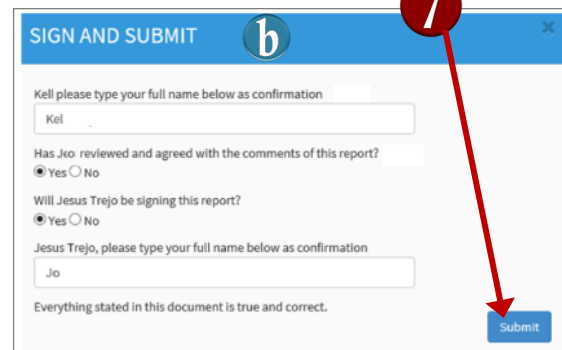


SIGN AND SUBMIT

JohnDoe Guardian, please type your full name below as confirmation

JohnDoeGuardian

Everything stated in this document is true and correct.



SIGN AND SUBMIT

Kell please type your full name below as confirmation

Kel

Has Jio reviewed and agreed with the comments of this report?

☒ Yes ☐ No

Will Jesus Trejo be signing this report?

☒ Yes ☐ No

Jesus Trejo, please type your full name below as confirmation

Jo

Everything stated in this document is true and correct.

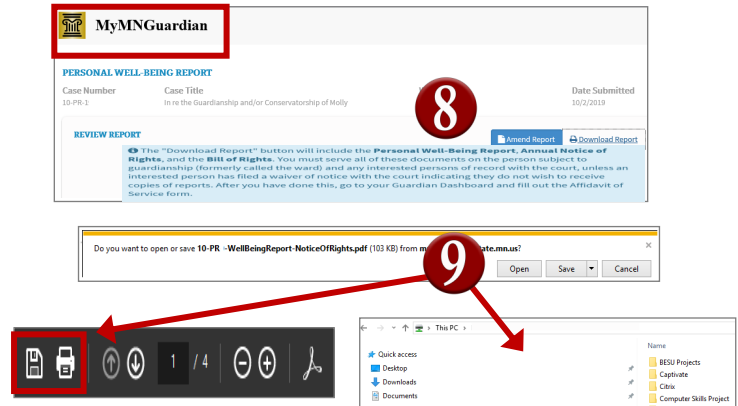


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8. Click **Download Report**.
9. Click **Open** to review the document and print, or click **Save** to save the documents to a folder on a computer. Click the MyMNGuardian logo to go back to the Dashboard.



The Download Report will include the Personal Well-Being Report, Annual Notice of Rights, and the Bill of Rights. Serve all these documents on the Person Subject to Guardianship and interested persons. **ONLY** serve the interested persons if they are on record with the court. After serving the Person Subject to Guardianship, complete the Affidavit of Service form.



Complete the Affidavit of Service

1. Click **Reports Due**.
2. Click **Complete Affidavit of Service**.
3. Complete the information and questions listed below:
 - a. Guardian Name
 - b. Date of serving the Person Subject to Guardianship (or mailing documents)
 - c. Method of serving the Person Subject to Guardianship
 - d. Location you served the Person Subject to Guardianship
 - e. Were any interested persons of record with the court served the documents mentioned above? If yes, click **Add Interested Persons** and enter their name.
 - f. Check the box to declare under penalty of perjury that everything you have stated in this document is true and correct.

4. Click **Submit**.

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5. A success message will display. Click **MyMNGuardian** logo to go back to My Dashboard.
6. Click **Reports History**.
7. To view the Personal Well-Being Report click **Review or Amend**. The reports can be filtered by date.
8. To download the Affidavit of Service click **Download** and save to the computer.

